**TD Summer Reading Club Library Awards Application Form 1**

**How to Apply**

**1. Complete the application form and attach essential supporting documentation, including a program description that meets all of the evaluation criteria. (Identify all print and photo items with the name of your library for print submissions)**

**2. Submit all documentation by either method a or b.**

**a) by mail or courier to:** Library and Archives Canada

 TD Summer Reading Club Library Awards

 550 Boulevard de la Cité, Room 5-23

 Gatineau, Quebec K1A 0N4

b**) by email, as a PDF file up to 26 pages (contact** [**ashley-ann.brooks@canada.ca**](file:///C%3A/Users/hammol/Desktop/2018%20Library%20Awards/2018%20web%20updates/ashley-ann.brooks%40canada.ca) **for details)**

**About the Library**

The application must come from a public library or branch(es) **registered with the TD Summer Reading Club**.

Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/town: Postal code: \_\_\_\_\_\_

Province/territory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* As part of this application, I consent to the use of my library’s material on the TD Summer Reading Club website or its publications for educational, editorial and promotional purposes. I further consent to this material becoming part of the archival holdings of the TD Summer Reading Club.

**Signature of the library manager:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **library employee** to contact (October 2019–March 2020) to respond to questions/comments about this application:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_

Total staff at branch(es)(full and part-time):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual library operating budget for youth programs (not including staff salaries):

 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of community where the library branch is located (check one):

□ Metropolitan centre (population of 100,000 or more)

□ Large urban centre (population of 50,000 to 99,999)

□ Urban centre (population of 5,000 to 49,999)

□ Small town/village (population of 500 to 4,999)

□ Rural settlement/community (population under 500)

□ First Nation (on reserve)

□ Northern community

Population served by the library applying:

Approximate number of children (ages 3–12 years) in the library service area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Write n/a if statistics are not available.)*

Major sources of funding for the branch(es), and percentage of support provided by each source: (*e.g., local funding 70%; provincial support 20%; special grants 10%*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_%

**TD Summer Reading Club Library Awards Application Form 2**

**About the TD Summer Reading Club Program**

TD Summer Reading Club held from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**must be 6 weeks or more)**

Total number of TD Summer Reading Club program events or activities held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of children who registered for the TD Summer Reading Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of children who participated in these program events or activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Include drop-ins, day camps, visitors, etc. as well as those registered in the program.)*

**Documentation to Support the Application**

As part of your program description, please include the following documentation:

* Statistics/comments regarding impact
* Reading/literacy related activities
* Creative use of resources
* Community needs addressed
* Community participation/partners
* Outreach to new participants/partners
* Photos of events, displays
* Promotional materials
* Promotional strategies/events
* Feedback from parents/children
* Library newsletter, flyer, web updates
* Library website/social media

**CELA Accessibility Award**

Libraries delivering creative and inclusive programs for children with print disabilities as part of their TD Summer Reading Club program may also apply for the Centre for Equitable Library Access (CELA) Accessibility Award.

Review the Accessibility Award criteria at [www.celalibrary.ca/public-libraries/tdsrc/accessibility-award](http://www.celalibrary.ca/public-libraries/tdsrc/accessibility-award) and submit your application there.

